

[DD MONTH YYYY]

[Company Name] Limited
[Address(first line)]
[Second line]
[Third line]
[POST CODE]

Mr Charlie Nunn – (CEO)
Ms Christina Winter - (Recoveries Commercial Banking)
Mr William Chalmers - (Executive Director and Chief Financial Officer)
Mr Gareth Oakley – (Managing Director, Business Banking)
Mr Damian Roberts – (Group Executive Complaints)
Lloyds Bank plc
25 Gresham Street
London EC2V 7HN

Your Reference: [COMPANY NAME-BBL SORT CODE ACCOUNT NUMBER]

Notice to agent is notice to principal, notice to principal is notice to agent

Non Compliance Notice of Conditional Acceptance

Dear **Mr Charlie Nunn, Ms Christina Winter, Mr William Chalmers, Mr Gareth Oakley, Mr Damian Roberts,**

Lloyds Bank has failed to respond and rebut the specific points raised within our Notice of Conditional Acceptance sent by recorded delivery on [DD MONTH YYYY].

You ought to be aware that a non rebutted notice stands as tacit agreement at law. We have served a notice and asked specific questions, you have not answered them.

In the absence of substantive answers to those eight questions, we must conclude that there is no valid contract in place between [Company Name] Limited and Lloyds Bank plc in respect of BBL [SORT CODE ACCOUNT NUMBER].

Therefore we respectfully decline to make payment until our questions are specifically answered.

We offer a further 7 days to comply.

All Rights Reserved - Without Prejudice - Without Recourse - Non-Assumpsit

By

Mr [Initial Last Name] and Ms [Initial Last Name] - Directors